

# Minutes

## Springville Memorial Library Board Meeting December 8, 2021, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on December 8<sup>th</sup>, 2021 by President Pro Tem Marla Carnahan.

Present: Tina Allsup, Marla Carnahan, Susan Cooper, Treva Davis, Daryl McCall, and James Porter. Linda Eldred, Amos Eldred, and CJ Flynn were also in attendance. Deb Vaughn was absent.

**Agenda:** Motion by Cooper, second by Davis to approve the agenda as presented, all ayes, motion carried.

Business/Financial Correspondence - None

**Minutes:** Motion by Davis, second by Porter to approve the minutes of the November 10<sup>th</sup>, 2021 meeting as presented, all ayes, motion carried.

**Public Comment:** Amos Eldred was wondering why the door was locked during one of the previous meetings.

### Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<b><u>CREDIT CARD CHARGES:</u></b>			
Amazon	11/10/2021	Door Counter & Receipt Printer(grant)	\$785.00
Walmart	11/18/2021	Copier Paper (3 reams)	\$13.39
CHARGE TOTAL:			\$798.39
Affordable Heating & Cool	11/18/2021	Furnace Maintenance	\$179.92
American Patchwork & Quilt	10/31/2021	1 yr renewal	\$32.10
Baker & Taylor	11/2/21-11/9/21	Books	\$172.51
Diamond Lake Book Co	11/17/2021	Books	\$131.67
Gardner Media	9/30-10/19/21	Books	\$257.96
Lakeview Books	11/19/2021	Books	\$345.82
Martelle Comm Library	11/5/2021	Book	\$16.49
Micromarketing	11/4-11/15/21	CDs	\$70.02
Fish Window Washer	12/3/2021	Window washing	\$800.00
Dale Kueter	12/6/2021	Books	\$80.00
<b>Total Bills to be Approved</b>			<b>\$2,884.88</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy			\$252.94

Black Hills Energy	\$0.00
Wapsi Waste	\$12.00
Springville Telephone	\$49.89
<b>Total Utilities</b>	<b>\$314.83</b>
<b>Total Bills</b>	<b>\$3,199.71</b>

Discussed ordering paper by the case. Motion by Cooper, second by Porter to pay the bills as presented, all ayes, motion carried.

**Income:** Reviewed income report

Missing or Damaged fees	001-410-1-4530	\$16.24
Copies/Merchandise Sales	001-410-4-4750	\$31.00
Donations	001-410-2-4705	
SIL0	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	\$135.00
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	
<b>Total Amount Deposited</b>		<b>\$182.24</b>

**Financial Report:** Buresh Rental is up. Reviewed November report from the City.

**Correspondence:** None

**Reports:**

- **Director's Report**
  - This is the year I will need to recertify. This happens every 3 years with a requirement of 45 credits in this 3-year time period. I have been working on this and will have no problem fulfilling this requirement. All my paperwork must be in by December 31<sup>st</sup>. No issue.
  - *Window washing complete:* Fish Window washing Company is complete. Windows look great, good people to work with.
  - *Staff projects in progress*
    - Edie is settled into her role as assistant and is a very valuable partner.
    - Brittany is taking on our tech jobs including installing the receipt printer on the self-check and educating herself on the installation of the door counter. She has been called on to open the library twice and feels very comfortable in that role.
    - I am continuing to brainstorm on programming and the Take and Make projects.
  - *Upcoming events:* December 16<sup>th</sup> will be the holiday concert with Samantha Lekin and we hope for success with our tree walk. Looking to start activities for Senior activities – sack lunches, crafts, movie.
  - Contracts from County have been signed and amount to receive will be \$33,010.90.
- **President's Report:**
  - Still working on Hoopla Now, Solar Bench still researching, Receipt printer is being installed and door counter is being researched for installation.
  - Per Susan's request in November for guidance in board roles & responsibilities, I am working with Lisa Mart at Iowa League of Cities, to put together and schedule an in-house training/review. We are considering inviting the city council and staff as well. We will postpone the leadership review until after the next meeting.
- **Trustees Report:**
  - Budget Committee will be meeting in December and are requesting guidance from Director.

- **Friends' Report**
  - No report.

**Unfinished Business:**

1. **Laptop & monitor purchase report:** Order has been placed 3 Inspiron laptops, 4 27-inch monitors, 2 docking stations and 3 wireless mice for \$3,953.67, under our \$5,000 budget.

**New Business:**

1. **Discussion & possible action on Policy revisions: Gov-3, Sta-4 and Form J:** Motion by Cooper, second by **Allsup** to accept policy revisions for Gov-3, Sta-4 and Form J as presented, all ayes, motion carried.

**Trustee Comments:**

- None


**Agenda items for Next Meeting:**

- Budget
- Leadership Review
- Hoopla Now and Solar Bench update

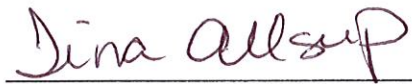
**Next meeting:**

- Board meeting on January 12th, 2022 at 6:30 PM in the Buresh Room.

Motion to adjourn by Allsup, second by Davis all ayes, motion carried. Meeting adjourned at 8:19 PM.

  
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Marla Carnahan, **President Pro Tem**

  
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Tina Allsup, **Secretary**

# Minutes for Budget Committee Meeting

## Springville Memorial Library budget committee meeting minutes

Meeting was held in the Buresh Room at 11:00 AM. Those attending were Tina Allsup, Treva Davis, Linda Eldred, Daryl McCall arrived at 11:20

Discussion was held on changes to budget FY22-23: Removed SILO line item on both income and expense; reduce periodical amount adding to building & grounds; increase books and AV; increase county money amount

Discussion was held on amount budgeted for salaries and the possibility of \$15 mandatory minimum wage in the future and how it will affect our employees.

Meeting adjourned at 12:15 PM.